

SURESH KUMAR



Contact

@ sjkansotia07@gmail.com

8130125668

A-47/B, New Model Town Extension
, hisar , haryana

Skills

Sales 100%



Management 100%



Software knowledge 80%



Good Learner 80%



OBJECTIVE

A well presented, articulate and confident individual with proven ability to provide exceptional customer service. Having an outgoing personality, good interpersonal skills and the ability to work in a multi-national team environment with confidence and minimal supervision.

EXPERIENCE

VIJAY INN

03/05/2019

Front Desk Associate

* Learn how to welcoming guests friendly and professional manner.

* Provide property information.

* Managed enquiries and communication channels.

Silver sands serenity

11/12/2021

Front Office Executive

* Accountable for performing administrative tasks to ensure smooth operations, like managing phone calls, responding to emails, greeting guests courteously, scheduling appointments, organising files and maintaining office supplies.

* greeting clients and setting a positive office atmosphere.

* Answering the phone, taking messages and redirecting calls to respective offices
organising and maintaining files and records.

Serena Beach Resort

30/07/2023

Front office sales and desk executive

* creating and maintaining updated documents and spreadsheets.

* overseeing the sorting and distribution of incoming mails.

* preparing outgoing mail items such as envelopes or packages.

* operating office equipment such as photocopier and printers.

* bookkeeping and issuing invoices.

* recording meeting minutes and dictations

performing an inventory of office supplies and order of need

EDUCATION

Jagriti High School

2010

10th

77%

Govt. Polytechnic, Sirsa

2014

Mechanical Engg.

67%

REFERENCE

Basira - Silver sands serenity

Front Office Manager

Basirakhan08@gmail.com

7507649980

Uttam nayak - Serena Beach Resort

Front Office Manager

reservation@serenabeachresort.com

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